



COMMISSION MEETING
MINUTES
SEPTEMBER 12, 2022 – 5:30 P.M.
BRIDGEVILLE PUBLIC LIBRARY & ZOOM

A regularly scheduled meeting of the Commissioners of Bridgeville was held on September 12, 2022, at 5:30 PM, at the Bridgeville Public Library and via Zoom.

The following were present:

Tom Carey	President
Bruce Smith	President Pro Tempore
Marlene Saunders	Secretary
John Tomeski	Commissioner
Tom Moran	Commissioner
Bethany DeBussy	Town Manager
Burke Parker	Chief of Police

CALL TO ORDER:

The meeting was called to order by Commission President Carey.

QUORUM PRESENT:

President Carey reported that a quorum was present to conduct Town business.

APPROVAL OF AGENDA:

A motion was made by Commissioner Saunders and seconded by Commissioner Moran to approve the agenda. Motion carried: 5 Yes votes, 0 No votes.

APPROVAL OF MINUTES:

A motion was made by Commissioner Smith and seconded by Commissioner Saunders to approve the July 11, July 25, August 8, and August 29 minutes. Motion carried: 5 Yes votes, 0 No votes.

CORRESPONDENCE:

Town Manager Debussy presented a thank you letter from Woodbridge Youth Football for the donation in FY22.

FINANCIALS STATEMENTS:

Town Manager DeBussy read the following information from the July and August Financial reports:

Balance Sheet-

- General Fund - \$4,980,992.00
- All Accounts - \$8,404,183.00 (increase \$1,381,568.00 from June)

Accounts Receivable - \$831,373.00 (\$651,563.00-Property Taxes, \$179,809.00-Other Items)

- Income - \$1,364,608.00 (Income at 62.1% of the budget)
- Expenses - \$345,654.00 (Expenses 17.2% of the budget) Net Income - \$1,018,954.00

Accounts Payable-

- The Town paid bills totaling \$123,190.23 during July.
- The Town paid bills totaling \$681,960.59 during August.
- These expenses include paying off the USDA Loan of \$464,327.00, new meters, and a new police vehicle.

TOWN REPORTS:

Town Department reports were reviewed and discussed by the Commissioners and Town Manager DeBussy and Chief Parker.

Town Manager DeBussy presented the Town Manger's report. There were 12 building permits, only 2 for new construction. Transfer taxes received in July- \$97,765. An update to land use was added to the old Jimmy's Grille location – a received application was denied. Bridgeville Town Center has received preliminary approval. A reminder was added to the packet for the water rate increase taking place in October. Ads for the current vacancies (Town Clerk and Public Works) will be added to the website soon.

CITIZENS PRIVILEGE:

There was none.

OLD BUSINESS:

There was none.

NEW BUSINESS

Appointment of New Town Solicitor

Town Manager DeBussy introduced both firms: Mr. Greg Morris, representative for Liguori and Morris, was officially appointed to represent the Town on any legal matters. Attorney Stephani Ballard will represent Planning and Zoning.

Commissioner Smith made a motion to appoint both firms; 2nd- Commissioner Tomeski; motion carried. 5 Yes Votes, 0 No Votes.

Town Manager DeBussy recognized retiring Town Solicitor Dennis Schrader. President Carey presented Mr. Schrader with a key to the Town.

NEW BUSINESS

Proclamation- Bernard Carr

Town Manager DeBussy presented Bernard Carr with a proclamation from the Town of Bridgeville Commissioners for his volunteer work in the community.

NEW BUSINESS

GED-Pods of Bridgeville

Kent Christenbury from Axiom Engineering presented the lot subdivision for the six-acre parcel for the Pods of Bridgeville.

Commissioner Smith made a motion to approve the lot subdivision; 2nd –Carey; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

ARPA Funds

Town Manager DeBussy presented three items; 1) correction to the premium pay for personnel, 2) grant matching for the Sussex County Transfer Tax Grant, and 3) grant matching for DNREC Stormwater Planning Grant.

Commissioner Smith made a motion to approve the correction to premium pay; 2nd –Tomeski; motion carried. 5 Yes votes, 0 No Votes.

Commissioner Smith made the motion to approve grant matching for the Sussex County Transfer Tax Grant; 2nd –Tomeski; motion carried. 5 Yes votes, 0 No Votes.

Commissioner Smith made the motion to approve grant matching for DNREC Stormwater Planning Grant; 2nd – Moran; motion carried. 5 Yes votes, 0 No Votes.

NEW BUSINESS

Board of Adjustments

Board of Adjustment member Mark Swarbrick's term expired in 2021. Several applications are coming in that need approval by the Board of Adjustment; therefore, he needs to be reappointed.

Commissioner Smith made the motion to reappoint Mark Swarbrick; 2nd-Moran; motion carried. 5 Yes Votes, 0 No Votes.

NEW BUSINESS

Trick Or Treat

Town Manager DeBussy announced trick or treating, and the town trunk or treat will be held on Halloween, October 31st, 6–8 PM.

Commissioner Smith made the motion to approve the date and time of trick or treating; 2nd-Tomeski, motion carried. 5 Yes Votes, 0 No Votes.

NEW BUSINESS

Grant-In-Aid/Donations

A request was received by the 4Troy Foundation, and they are holding a golf tournament on October 7. They are seeking hole sponsors for the tournament.

A motion was made to approve a \$600 donation to the 4Troy Foundation, with \$100 coming from each of the funds of Commissioners Carey, Smith, Tomeski, and Moran and \$200 from Commissioner Saunders. 2nd-Tomeski, motion carried.

NEW BUSINESS

Misc

There was nothing discussed.

INTRODUCTION OF RESOLUTION/ORDINANCES:

There were none.

GOOD OF THE ORDER:

August 8, 2022

Commissioner Moran requested an update on the punch list with Brookfield. Town Manager DeBussy states it will be a new task to tackle with the new Town solicitor.

Commissioner Tomeski asked if the Town had a plan for Mr. and Mrs. Clause in the parade. If not, the Fire Department would be willing to provide a float for them. Town Manager DeBussy likes the idea.

EXECUTIVE SESSION

There was no need for an Executive Session.

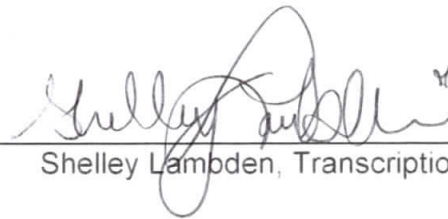
ADJOURNMENT:

Motion to adjourn the meeting at 8:17 PM. Smith; 2nd – Moran; motion carried.
5 Yes votes, 0 No Votes.

Respectfully submitted,



Marlene Saunders, Commission Secretary



Shelley Lamoden, Transcriptionist